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ABSTRACT

The impact battery consists of two instruments used to obtain impact data (descriptions of the experiences of program completors during post-program life) for the Sample Data Systems of the Management Information System for Occupational Education (MISOE). The first, Massachusetts Educational Impact Instrument (MEII), is an 11-page extensive inventory to be completed by the former student. Questions concern the respondent, his life-style, and his working career. The instrument also develops information about a variety of State services, the respondent's attitude toward education and whether or not he is continuing his education in some form, and military service experience. Finally, the MEII asks permission of the respondent to contact his or her supervisor on the current or most recently held job and to provide the name and address of that supervisor. The supervisors are contacted by way of the second impact instrument, the Massachusetts Job Evaluation Inventory (MJEI). This two-page form seeks some information about the rater and asks for a job rating of the former student in general and specific terms. Also included in the battery is a two-page guidance department reporting form which seeks subject and performance data from the student's secondary instructional program. (Author/MS)

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ED115859

MISOE

IMPACT BATTERY

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CE005697

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THE MASSACHUSETTS EDUCATIONAL IMPACT INVENTORY

This booklet has been designed to help you give us the information needed with the least amount of your time. The questions can all be answered by checking the printed response that applies to you or by writing a very short answer. It should take you about 45 minutes to complete this questionnaire.

Some of the questions we will ask refer to your experiences in high school or to a period of time since you left high school. The school named below is the high school referred to in all of the questions.

You are not required to sign your name to this form since we have a record of your name and the code number of this questionnaire. When we code your questionnaire we will destroy the record which connects your name to this information. By destroying the record of your name and the questionnaire code number it will be impossible to identify this information with your name. By doing this we can guarantee you that your responses will be anonymous and your privacy protected.

Name of School _____

P.I.D. No. _____

YOU ARE NOW READY TO BEGIN FILLING OUT THIS QUESTIONNAIRE. WE WOULD APPRECIATE YOUR TAKING THE TIME AND EFFORT TO FILL IN THIS FORM CAREFULLY. PLEASE PROCEED TO QUESTION 1.

THE FOLLOWING QUESTIONS REQUEST INFORMATION ABOUT YOUR EDUCATIONAL BACKGROUND. PLEASE ANSWER THE QUESTIONS AS ACCURATELY AS POSSIBLE. THANK YOU.

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1. Please evaluate the following aspects of your high school.

Please mark one answer in each row	Excellent	Good	Fair	Poor	Not Applicable
a. The overall quality of teaching (7)	( )	( )	( )	( )	( )
b. The overall quality of guidance (8)	( )	( )	( )	( )	( )
c. Please evaluate the opportunity you had to choose the courses you wanted to study (9)	( )	( )	( )	( )	( )
d. Please evaluate the guidance you received in learning about and choosing among different careers (10)	( )	( )	( )	( )	( )
e. How well did your high school provide you with job skills? (11)	( )	( )	( )	( )	( )
f. How well did your high school prepare you for the responsibilities of family life? (12)	( )	( )	( )	( )	( )
g. How well did your high school prepare you for the problems of getting along with people? (13)	( )	( )	( )	( )	( )
h. How well did your high school prepare you for the problems of living in a complex world? (14)	( )	( )	( )	( )	( )

NOTE

DISREGARD NUMBERS IN PARENTHESIS. THEY ARE FOR ANALYSIS REQUIREMENTS.

2. To the best of your recollection, does (did) your present or most recently held full-time job fulfill the plans and expectations you had for your working career when you were in high school? If you are now a student and have never held a full-time job, the correct response is No. (15)

a. Yes ( ) please skip to Question No. 4. b. No ( ) please proceed to Question No. 3.

3. Are you presently working in a job or pursuing an educational program that will help you obtain the type of job you really want? (16)

a. Yes ( ) b. No ( )

4. To the best of your recollection, when you were in high school, were your career plans or job expectations influenced by any of the following individuals or sources?

Please mark one in each row	Considerably	Somewhat	Not At All
a. Your family (17)	( )	( )	( )
b. Business recruiters who came to school (18)	( )	( )	( )
c. Military recruiters who came to school (19)	( )	( )	( )
d. Jobs available in or near your home town (20)	( )	( )	( )
e. Your friends (21)	( )	( )	( )
f. Other people you admired (22)	( )	( )	( )
g. Your teachers (23)	( )	( )	( )
h. Your school counselors (24)	( )	( )	( )
i. Courses you studied (25)	( )	( )	( )
j. Books you read (26)	( )	( )	( )
k. Movies you saw (27)	( )	( )	( )
l. Television programs (28)	( )	( )	( )
m. Commercial advertising (29)	( )	( )	( )
n. Part-time jobs you held (30)	( )	( )	( )
o. Traveling away from home (31)	( )	( )	( )

5. While you were in high school did you hold any of the following part-time jobs? For about how many months during high school did you hold this job(s)?

Please mark as many as apply	Yes	No	Months
a. Clerical or secretarial (32-34)	( )	( )	( )
b. Sales person (35-37)	( )	( )	( )
c. Delivery person (38-40)	( )	( )	( )
d. Gas station attendant (41-43)	( )	( )	( )
e. Hospital worker (44-46)	( )	( )	( )
f. Waiter or waitress (47-49)	( )	( )	( )
g. Other (specify) (50-52) _____	( )	( )	( )

THE FOLLOWING QUESTIONS REQUEST INFORMATION ABOUT YOUR GENERAL DAY-TO-DAY ACTIVITIES. THIS INFORMATION MIGHT HELP US UNDERSTAND HOW YOUR HIGH SCHOOL HAS INFLUENCED YOU.

6. People spend their leisure time (after school, work, weekends, vacations, etc.) in a variety of ways. For each activity in the following list please check the appropriate box to the right of the activity to indicate how often you do it in your leisure time.

	Never	Rarely	Occasionally	Fairly Often	Very Frequently
a. Relaxing with your family (7)	( )	( )	( )	( )	( )
b. Reading books or magazines for pleasure (8)	( )	( )	( )	( )	( )
c. Playing outdoor sports (golf, baseball, skiing, bicycling) (9)	( )	( )	( )	( )	( )
d. Listening to the radio or record player (10)	( )	( )	( )	( )	( )
e. Watching television (11)	( )	( )	( )	( )	( )
f. Playing cards or games (bridge, chess, etc.) (12)	( )	( )	( )	( )	( )
g. Participating in amateur dramatic productions (13)	( )	( )	( )	( )	( )
h. Doing arts and crafts (painting, ceramics, etc.) (14)	( )	( )	( )	( )	( )
i. Dancing (15)	( )	( )	( )	( )	( )
j. Dating (16)	( )	( )	( )	( )	( )
k. Going to athletic events (17)	( )	( )	( )	( )	( )
l. Daydreaming (18)	( )	( )	( )	( )	( )
m. Knitting, sewing or crocheting (19)	( )	( )	( )	( )	( )
n. Entertaining with friends (20)	( )	( )	( )	( )	( )
o. Writing letters, poems or stories (21)	( )	( )	( )	( )	( )
p. Drinking with friends (22)	( )	( )	( )	( )	( )
q. Working on the car (23)	( )	( )	( )	( )	( )
r. Playing musical instruments or singing (24)	( )	( )	( )	( )	( )
s. Doing odd jobs around the house (25)	( )	( )	( )	( )	( )
t. Reading the newspaper (26)	( )	( )	( )	( )	( )
u. Going to the movies (27)	( )	( )	( )	( )	( )
v. Cooking (28)	( )	( )	( )	( )	( )
w. Going to the theatre to see plays or musical concerts (29)	( )	( )	( )	( )	( )
x. Playing indoor sports (basketball, ice skating, etc.) (30)	( )	( )	( )	( )	( )
y. Going camping (31)	( )	( )	( )	( )	( )
z. Driving for pleasure (32)	( )	( )	( )	( )	( )
aa. Going to parties (33)	( )	( )	( )	( )	( )
bb. Going to museums, art galleries, etc. (34)	( )	( )	( )	( )	( )
cc. Going fishing or hunting (35)	( )	( )	( )	( )	( )
dd. Sailing or motorboating (36)	( )	( )	( )	( )	( )
ee. Going to the racetrack (37)	( )	( )	( )	( )	( )
ff. Taking pictures (38)	( )	( )	( )	( )	( )
gg. Working on hobbies (39)	( )	( )	( )	( )	( )
hh. Walking or jogging for exercise (40)	( )	( )	( )	( )	( )

7. Since you left high school how often have you participated in each of these activities? (Please mark one in each row.)

	Never	Rarely	Occasionally	Fairly Often	Very Frequently
a. Attended meetings of community service or civic groups (P.T.A., local community action groups, church-related groups, etc.) (41)	( )	( )	( )	( )	( )
b. Volunteered your services to community or charitable organizations (Red Cross, United Fund, hospitals, Scouts, YMCA, etc.) (42)	( )	( )	( )	( )	( )
c. Written or spoken to a public official about local or national problems (43)	( )	( )	( )	( )	( )
d. Participated in a political or support demonstration to support a cause you believed in (44)	( )	( )	( )	( )	( )
e. Voted in a local election (for officials or issues) (45)	( )	( )	( )	( )	( )
f. Voted in a state election (for officials or issues) (46)	( )	( )	( )	( )	( )
g. Voted in a national election (Presidential or Congressional) (47)	( )	( )	( )	( )	( )
h. Bought a ticket for the State Lottery (The Game) (48)	( )	( )	( )	( )	( )

THE FOLLOWING QUESTIONS REQUEST INFORMATION ABOUT YOU AND YOUR FAMILY. THIS INFORMATION IS REQUIRED FOR THE STATISTICAL ANALYSIS OF YOUR QUESTIONNAIRE.

8. Do you agree or disagree with the following statements at the present time?

Please mark one answer in each row	Strongly Agree	Agree	Disagree	Strongly Disagree
a. I am having a good life (49)	( )	( )	( )	( )
b. People who accept their condition in life are happier than those who try to change it (50)	( )	( )	( )	( )
c. Good luck is more important than hard work for success (51)	( )	( )	( )	( )
d. People like me don't have a very good chance for success in life (52)	( )	( )	( )	( )
e. Every time I try to get ahead somebody stops me (53)	( )	( )	( )	( )
f. If a person is not successful in life it's his own fault (54)	( )	( )	( )	( )
g. The tougher a job, the harder I work (55)	( )	( )	( )	( )
h. I am able to do many things well (56)	( )	( )	( )	( )
i. I would make any sacrifice to get ahead in the world (57)	( )	( )	( )	( )
j. If I could change, I would be someone different from myself (58)	( )	( )	( )	( )

While you were growing up what was the main occupation of your father and mother? You will probably not find their exact jobs listed, but check the one that comes closest for each. If either parent was retired or unemployed, mark the job that he or she usually did.

Mark only the main job if he or she worked in more than one. (Please mark only one job category for each parent). (59-62)

	9. Father	10. Mother
a. Skilled worker or foreman such as baker, carpenter, electrician, enlisted man in the armed forces, mechanic, plumber, plasterer, tailor, foreman in factory or mine, etc.	( )	( )
b. Technical - such as draftsman, surveyor medical or dental technician, etc.	( )	( )
c. Official - such as manufacturer, officer in a large company, banker, government official or inspector, etc.	( )	( )
d. Manager - such as sales manager, store manager, office manager, factory supervisor, etc.	( )	( )
e. Proprietor or owner - such as owner of a small business, wholesaler, retailer, contractor, restaurant owner, etc.	( )	( )
f. Semiskilled worker - such as factory machine operator, bus or cab driver, meat cutter, etc.	( )	( )
g. Clerical worker - such as bankteller, bookkeeper, sales clerk, office clerk, mail carrier, messenger, etc.	( )	( )
h. Service worker - such as barber, waiter, waitress, etc.	( )	( )
i. Protective worker - such as policeman, detective, sheriff, fireman, etc.	( )	( )
j. Salesman - such as real estate or insurance salesman, factory representative, etc.	( )	( )
k. Farm or ranch manager or owner	( )	( )
l. Workman or laborer - such as factory or mine worker, fisherman, filling station attendant, longshoreman, etc.	( )	( )
m. Professional - such as accountant, artist, clergyman, dentist, doctor, engineer, lawyer, librarian, scientist, teacher, college professor, social worker, etc.	( )	( )
n. Housewife	( )	( )
o. Don't Know	( )	( )

How far in school did each of your parents go? (Please mark only one category for each parent.) (63-64)

	11. Father	12. Mother
a. None, or some grade school	( )	( )
b. Completed grade school	( )	( )
c. Some high school, but didn't graduate	( )	( )
d. Graduated from High School	( )	( )
e. Technical or business school after high school	( )	( )
f. Some college, but less than 4 years and not a junior college graduate	( )	( )
g. Graduated from a junior (2 yr.) college	( )	( )
h. Graduated from a 4-year college	( )	( )
i. Attended graduate or professional school	( )	( )

13. Where are you now living? (65)

a. Within 50 miles of the school on the cover sheet ( ) b. Beyond 50 miles of that school but in Massachusetts ( )

c. In New England but not in Massachusetts ( ) d. Outside of New England ( )

14. How many times have you moved since leaving school? (66)

a. 0 ( ) b. 1 - 2 ( ) c. 3 - 4 ( ) d. 5 or more ( )

15. Do you have any disabilities or health conditions which limit your ability to work or study? (67-69)

a. Yes ( ) Please specify in space below. b. No ( )

Disability_____

_____

16. What is your current marital status? (70)

a. Single ( ) b. Married fo the first time ( ) c. Separated ( ) d. Widowed ( ) e. Divorced ( )

f. Remarried ( )

17. How many children do you now have? (71)

a. None ( ) b. One ( ) c. Two ( ) d. Three to five ( ) e. Six or more ( )

QUESTIONS 18 AND 19 ARE ABOUT SCHOOLS YOU MIGHT HAVE ATTENDED SINCE LEAVING HIGH SCHOOL.

Since you left high school have you continued your education? Please list any of the schools you have attended after leaving high school. If you have not attended a school since leaving high school, please skip to Question 20 on page 7.

18. Most recent school you've attended:

a. Name of School (7-8)_____ b. Program or Course Studied (9-15)_____

_____ _____

c. Time Enrolled: (16-23) From: | | | Mo. | Yr. | To: | | | Mo. | Yr. |

d. Still enrolled (24) Yes ( ) No ( )

Degree or Diploma Received (25-26)
(Check as many as apply)

e. None ( ) f. Certificate ( ) g. Diploma ( ) h. Associate's Degree ( ) i. Bachelor's Degree ( )

j. Master's Degree ( ) k. Other Degree ( ) (specify)_____

19. If you attended a school after you completed high school and before the school described in Question #18, please answer Question #19. If not, skip to Question #20.

a. Name of School (27-28)_____ b. Program or Course Studied (29-35)_____

_____ _____

c. Time enrolled: (36-43) From: | | | Mo. | Yr. | To: | | | Mo. | Yr. |

Degree or Diploma Received (44-45)
(Check as many as apply)

d. None ( ) e. Certificate ( ) f. Diploma ( ) g. Associate's Degree ( ) h. Bachelor's Degree ( )

i. Master's Degree ( ) j. Other Degree ( ) (specify)_____

THE FOLLOWING QUESTIONS REQUEST INFORMATION ABOUT THE JOBS YOU HAVE HELD SINCE LEAVING HIGH SCHOOL. PLEASE ANSWER THESE QUESTIONS AS ACCURATELY AS POSSIBLE. THANK YOU.

20. Since leaving high school have you held any full or part-time jobs? Housewives and military personnel are regarded as being employed full time. (7)

    a. Yes ( ) Please read instructions below then proceed to Question 21 below.

    b. No ( ) Please skip to Question 33 on page 10.

PLEASE DESCRIBE THE JOBS THAT YOU HAVE HELD SINCE LEAVING HIGH SCHOOL. IF YOU WERE GRADUATED OR SHOULD HAVE GRADUATED FROM HIGH SCHOOL IN 1973 PLEASE DESCRIBE BOTH FULL AND PART-TIME JOBS. IF YOU WERE GRADUATED OR SHOULD HAVE GRADUATED FROM HIGH SCHOOL IN 1969 PLEASE DESCRIBE ONLY YOUR FULL-TIME JOBS. PLEASE DESCRIBE YOUR CURRENT OR MOST RECENT JOB FIRST AND THEN YOUR PREVIOUS JOBS IN REVERSE ORDER.

For each job please indicate:

1. Your exact job title (automechanic, clerk typist, etc.).
2. The dates during which you held that job (month and year).
3. Your starting and leaving salary (hourly or annual wage).
4. A brief description of what you did on your job.
5. The nature of the job, full-time, part-time or military.
6. Whether or not you also had the responsibilities of a housewife while holding the job.

INSTRUCTIONS FOR HOUSEWIVES

If your occupation for any period of time since leaving school was a housewife and you were not also employed for financial compensation, please enter 'housewife' as your job title. Please enter the dates that you maintained that position, and check the full-time box to indicate that you were a full-time housewife. The rest of the information may be omitted in any box that you report housewife as your job title.

If you have held full-time or part-time jobs since leaving high school, please describe those jobs. If you also assumed the responsibilities of a housewife while working full or part-time, please indicate this by checking the appropriate box.

INSTRUCTIONS FOR MILITARY SERVICE

Military service should be regarded as regular full-time employment. Please check the full-time and military boxes to indicate military job experiences.

BE SURE TO ANSWER QUESTIONS 26 THROUGH 31 ON PAGE 9 IF YOU HAVE HAD A FULL-TIME JOB.

21. Current or most recent job:

    a. Job Title (8-14) _____ b. Starting Date (15-18) Mo. ____ Yr. ____ c. Leaving Date (19-22) Mo ____ Yr. ____

    d. Starting Salary (23-27) _____ Hourly or _____ Yearly

    e. Leaving Salary (28-32) _____ Hourly or _____ Yearly

    f. Usual Job Duties _____

    Type of Job

    g. Full-time (33) ( ) Part-time ( ) h. Military (34) ( )

    i. While you were employed in the job described above were you also working as a housewife? (35) Yes ( ) No ( )

22. Next most recent job:

a. Job Title (36-42) _____ b. Starting Date (43-46) Mo. | Yr. c. Leaving Date (47-50) Mo. | Yr.

d. Starting Salary (51-55) _____ Hourly or _____ Yearly

e. Leaving Salary (56-60) _____ Hourly or _____ Yearly

f. Usual Job Duties _____

_____

Type of Job

g. Full-time (61) ( ) Part-time ( ) h. Military (62) ( )

i. While you were employed in the job described above were you also working as a housewife? (63) Yes ( ) No ( )

23. Next most recent job:

a. Job Title (7-13) _____ b. Starting Date (14-17) Mo. | Yr. c. Leaving Date (18-21) Mo. | Yr.

d. Starting Salary (22-26) _____ Hourly or _____ Yearly

e. Leaving Salary (27-31) _____ Hourly or _____ Yearly

f. Usual Job Duties _____

_____

Type of Job

g. Full-time (32) ( ) Part-time ( ) h. Military (33) ( )

i. While you were employed in the job described above were you also working as a housewife? (34) Yes ( ) No ( )

24. Next most recent job:

a. Job Title (35-41) _____ b. Starting Date (42-45) Mo. | Yr. c. Leaving Date (46-49) Mo. | Yr.

d. Starting Salary (50-54) _____ Hourly or _____ Yearly

e. Leaving Salary (55-59) _____ Hourly or _____ Yearly

f. Usual Job Duties _____

_____

Type of Job

g. Full-time (60) ( ) Part-time ( ) h. Military (61) ( )

i. While you were employed in the job described above were you also working as a housewife? (62) Yes ( ) No ( )

PLEASE USE THE SPACE ON THE FOLLOWING PAGE TO DESCRIBE THE FIRST FULL-TIME JOB YOU OBTAINED AFTER LEAVING HIGH SCHOOL. IF YOU HAVE ALREADY DESCRIBED YOUR FIRST FULL-TIME JOB PLEASE LEAVE THIS SPACE BLANK.

25.

a. Job Title (7-13) _____ b. Starting Date (14-17) Mo. | Yr. c. Leaving Date (18-21) Mo. | Yr.

d. Starting Salary (22-26) _____ Hourly or _____ Yearly

e. Leaving Salary (27-31) _____ Hourly or _____ Yearly

f. Usual Job Duties _____

_____

Type of Job

g. Full-time (32) ( ) Part-time ( ) h. Military (33) ( )

i. While you were employed in the job described abov[illegible] working as a housewife? (34) Yes ( ) No ( )

COMPLETE QUESTIONS #26 THROUGH [illegible] YOU HAVE HAD A FULL-TIME JOB SINCE LEAVING HIGH SCHOOL.

26. How satisifed are (were) you about the following aspects of your present or most recently held full-time job?

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Not Applicable
a. The job as a whole (35)	( )	( )	( )	( )	( )
b. Salary or wages paid (36)	( )	( )	( )	( )	( )
c. Fringe benefits (vacation, health insurance, etc.) (37)	( )	( )	( )	( )	( )
d. Equipment and materials provided (38)	( )	( )	( )	( )	( )
e. Number of hours worked (39)	( )	( )	( )	( )	( )
f. Chances for advancement (40)	( )	( )	( )	( )	( )
g. People worked with (41)	( )	( )	( )	( )	( )

27. How did you obtain your first full-time job? (Please mark one answer) (42)

a. On my own without any help ( ) b. Through a private employment agency ( )

c. Through parents or relatives ( ) d. Through a personal friend ( ) e. Through a teacher ( )

f. Through a guidance counselor ( ) g. By contacting employers in my job area ( )

h. State Employment Service ( ) i. Newpaper advertisement ( )

28. Did you receive any formal on-the-job training by your company or organization during your first full-time job? (43)

Yes ( ) No ( ) If no, skip to Question 32 on page 10

29. Who initiated the formal on-the-job training you received on your first full-time job? (44) You ( ) Your employer ( )

30. About how long did the formal on-the-job training program last? (45-48)

Hours per week _____ Weeks per year _____

31. How would you evaluate your formal on-the-job training experience in preparing you to succeed on your first full-time job? (49)

Excellent ( ) Good ( ) Fair ( ) Poor ( )

32. With your permission, we would like to ask your immediate supervisor on your present or most recently held full-time job to tell us how well you perform on the job. Naturally, this information will be treated with the same confidentiality as all the other information you have provided us.

The name of your immediate supervisor is: (PLEASE PRINT)

_____ _____ _____
(First Name) (Initial) (Last Name)

What is the name and address of your employer?

Name of Company or Organization _____

Address of Company _____

City and State _____ Zip Code _____

33. _____

THE FOLLOWING QUESTIONS ARE ABOUT ANY PERIODS OF UNEMPLOYMENT YOU MAY HAVE HAD SINCE LEAVING HIGH SCHOOL. THESE QUESTIONS APPLY TO YOU IF YOU HAVE BEEN WITHOUT A FULL-TIME JOB FOR MORE THAN ONE MONTH SINCE LEAVING SCHOOL. HOUSEWIVES AND MILITARY PERSONNEL ARE REGARDED AS FULLY EMPLOYED. IF YOU HAVE NOT BEEN UNEMPLOYED FOR MORE THAN ONE MONTH SINCE LEAVING HIGH SCHOOL, PLEASE READ OUR NOTE OF THANKS AT THE BOTTOM OF PAGE 11.

PLEASE PROVIDE THE FOLLOWING INFORMATION AS ACCURATELY AS YOU CAN. PLEASE BEGIN BY DESCRIBING YOUR MOST RECENT PERIOD OF UNEMPLOYMENT, FOLLOWED BY ANY OTHER PERIODS OF UNEMPLOYMENT IN REVERSE ORDER. PLEASE REFER TO YOUR JOB HISTORY IN THE PREVIOUS SECTION TO HELP YOU ANSWER THESE QUESTIONS. IF YOU WERE UNEMPLOYED FOR MORE THAN ONE MONTH, PLEASE ANSWER QUESTION 36 ON PAGE 11.

Most recent period of unemployment:

Dates of Unemployment a. From (7-10) [|] [|] (Month | Year) b. To (11-14) [|] [|] (Month | Year)

Reason for Unemployment (15)
(Please mark one answer)

c. Full-time student ( ) d. Part-time student ( ) e. Illness or disability ( ) f. I quit the job ( )

g. I was laid off ( ) h. I was fired ( )

Were you actively seeking work during this period of time? (Please mark one answer) (16)

i. Yes, in the job area for which I was trained ( ) j. Yes, regardless of the job area ( ) k. No ( )

During this period of time did you receive any

l. Welfare Benefits (17) Yes ( ) No ( ) m. Unemployment Benefits (18) Yes ( ) No ( )

How did you obtain the job that ended this period of unemployment? (19) (Please mark one answer)

n. On my own, without any help ( ) o. Through a private employment agency ( )

p. Through parents or relatives ( ) q. Through a personal friend ( )

r. Through a school teacher or counselor ( ) s. By contacting other employers in my job area ( )

t. State Employment Service ( ) u. Newspaper advertisement ( ) v. Still unemployed ( )

34. Next most recent period of unemployment.

Dates of Unemployment a. From (20-23) [|] (Month | Year) b. To (24-27) [|] (Month | Year)

Reason for Unemployment (28)
(Please mark one answer)

c. Full-time student ( ) d. Part-time student ( ) e. Illness or disability ( ) f. I quit the job ( )
g. I was laid off ( ) h. I was fired ( )

Were you actively seeking work during this period of time? (Please mark one answer) (29)

i. Yes, in the job area for which I was trained ( ) j. Yes, regardless of the job area ( ) k. No ( )

During this period of time did you receive any

l. Welfare Benefits (30) Yes ( ) No ( ) m. Unemployment Benefits (31) Yes ( ) No ( )

How did you obtain the job that ended this period of unemployment? (Please mark one answer) (32)

n. On my own, without any help ( ) o. Through a private employment agency ( ) p. Through parents or relatives ( )
q. Through a personal friend ( ) r. Through a school teacher or counselor ( )
s. By contacting other employers in my job area ( ) t. State Employment Service ( ) u. Newspaper Advertisement

35. Next most recent period of unemployment

Dates of Unemployment a. From (33-36) [|] (Month | Year) b. To (37-40) [|] (Month | Year)

Reason for Unemployment (41)
(Please mark one answer)

c. Full-time student ( ) d. Part-time student ( ) e. Illness or disability ( ) f. I quit the job ( )
g. I was laid off ( ) h. I was fired ( )

Were you actively seeking work during this period of time? (Please mark one answer) (42)

i. Yes, in the job area for which I was trained ( ) j. Yes, regardless of the job area ( ) k. No ( )

During this period of time did you receive any

l. Welfare Benefits (43) Yes ( ) No ( ) m. Unemployment Benefits (44) Yes ( ) No ( )

How did you obtain the job that ended this period of unemployment? (Please mark one answer) (45)

n. On my own, without any help ( ) o. Through a private employment agency ( ) p. Through parents or relatives ( )
q. Through a personal friend ( ) r. Through a school teacher or counselor ( )
s. By contacting other employers in my job area ( ) t. State Employment Service ( )
u. Newspaper Advertisement ( )

36. How did you spend most of your time when you were unemployed? (Please mark one answer) (46)

a. Looking for a job ( ) b. Doing part-time work ( ) c. Traveling around ( ) d. Taking courses in school ( )
e. Other activities (Specify) ( ) _____

OUR NOTE OF THANKS

YOU HAVE FINISHED. PLEASE PLACE YOUR COMPLETED BOOKLET IN THE RETURN ENVELOPE PROVIDED.....IT IS READY TO BE MAILED.....MANY THANKS FOR YOUR HELP....NOW IT IS UP TO US TO MAKE BETTER USE OF YOUR TAX MONEY FOR EDUCATION.

P.I.D. No. _____

MASSACHUSETTS JOB EVALUATION FORM

This form has been designed so that you could give us the requested information with the least amount of your time. There are two kinds of questions: one kind is about you as a supervisor, and the other kind is about the person we are asking you to rate. The questions can all be answered by merely checking the printed answer that applies (✓) or by writing in a very short answer.

The person we are asking you to evaluate is: _____

We recognize that this person may no longer be working under your supervision, but we would nevertheless appreciate your evaluation of their work during the time you supervised him/her.

We have taken adequate steps to protect the confidentiality of this information. The citizens cooperating with this project know that confidentiality is guaranteed and they have therefore allowed us to seek this personal information about their work from you. We hope that you will feel free to provide a frank appraisal of this person's on-the-job performance. The process of protecting confidentiality is that we will simply detach the names of the students and supervisors from the information upon receipt.

Our studies indicate it will take you approximately ten minutes to fill out this questionnaire. We would appreciate your taking the time to provide accurate information to us. Thank you for your cooperation.

You are now ready to begin. Thank you.

---

1. What is your job title? _____

2. What is this employee's job title? _____

3. Do you currently supervise this person's work? (6) a. Yes ( ) b. No, not now, but I did ( ) c. No, I never have ( )

4. How long has this person worked under your supervision? (7-8) _____ months

5. How often do (did) you observe this person's performance? (Mark one) (9)

   a. Almost continuously during the working day ( ) b. Several times per day ( ) c. Several times per week ( )

   d. Several times per month ( ) e. Less frequently ( )

6. When this employee first came under your supervision, how well was he prepared for his job in terms of:

Please mark one answer in each row	Excellent	Good	Fair	Poor	Poor Required Re-Training	Not Applicable
a. Reading skills (10) _____	( )	( )	( )	( )	( )	( )
b. Writing skills (11) _____	( )	( )	( )	( )	( )	( )
c. Computational skills (12) _____	( )	( )	( )	( )	( )	( )
d. Communication skills (13) _____	( )	( )	( )	( )	( )	( )
e. Job skills (14) _____	( )	( )	( )	( )	( )	( )
f. Positive attitude toward work (15) _____	( )	( )	( )	( )	( )	( )

NOTE

DISREGARD NUMBERS IN PARENTHESIS. THEY ARE FOR ANALYSIS REQUIREMENTS.

7. How much has this employee developed since he came under your supervision?

Please mark one answer in each row	Considerably	Somewhat	Not At All	Not Applicable
a. In job knowledge and skills (16)	( )	( )	( )	( )
b. In getting along with people (17)	( )	( )	( )	( )
c. In positive attitudes toward work (18)	( )	( )	( )	( )
d. In general productivity (19)	( )	( )	( )	( )
e. In overall value to the employer (20)	( )	( )	( )	( )

8. What do you think of this person's career growth potential with more experience? (Please mark one) (21)

   a. Very high; will continue to learn and increase both quality and quantity of output ( ) b. Average ( )

   c. Very low; has reached his/her limit ( ) d. Not applicable to this position ( )

9. Compared to other people in this job, or similar jobs, what is your overall evalution of this person's performance? (Please mark one) (22)

   a. Excellent ( ) b. Very good ( ) c. Average ( ) d. Disappointing ( ) e. Miserable ( )

10. Has this person been prevented from advancing in his job, or has his job performance suffered because of difficulties in reading, writing or communicating with people? (Please mark as many as apply) (23-26)

    a. No ( ) Yes, because of: b. Reading problems ( ) c. Writing problems ( )

    d. Communication problems ( )

11. Could your business or organization use more employees with this person's skills? (Please mark one) (27)

    a. Yes ( ) b. No ( ) c. Not applicable ( )

12. Please evaluate this employee's productivity in terms of the standards you feel are most important to your organization. (28)

    a. Very high productivity ( ) b. High productivity ( ) c. Average productivity ( )

    d. Below average productivity ( ) e. Far below average productivity ( ) f. Not applicable ( )

13. The following items suggest several ways an employee might perform on his job. For each item of behavior please indicate how this employee's job performance compares to the performance of other employees who have held same or similar jobs.

Please mark one answer in each row	Employee's Performance Compared to Others in the Same or Similar Job				
a. Employee is willing to take on extra work (29)	Far Above Average ( )	Above Average ( )	Average ( )	Below Average ( )	Far Below Average ( )
b. Employee requires little supervision (30)	Far Below Average ( )	Below Average ( )	Average ( )	Above Average ( )	Far Above Average ( )
c. Employee produces quality product or service (31)	Far Above Average ( )	Above Average ( )	Average ( )	Below Average ( )	Far Below Average ( )
d. Employee comes to work on time (32)	Far Below Average ( )	Below Average ( )	Average ( )	Above Average ( )	Far Above Average ( )
e. Employee gets along with people (33)	Far Above Average ( )	Above Average ( )	Average ( )	Below Average ( )	Far Below Average ( )

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GUIDANCE DEPARTMENT REPORTING FORM

Please submit the following information for your former student:

1. P.I.D. Nº 08491 2. Program Code (7-8) _____

3. USOE Code(s) of Occupational Program (If Applicable)

(9-15) _____ (23-29) _____

(16-22) _____ (30-36) _____

Please provide the following information for the student's overall secondary instructional program:

	4. Prescribed Length of This Program	5. Length of the Student's Enrollment	6. Length of Exploratory Program Participation (If Applicable)	7. Length of Cooperative Program Participation (If Applicable)
a. No. of Years (37-40)				
b. Weeks/Year (41-48)				
c. Hours/Week (49-56)				

8. Did this student complete the instructional program designated in Item 2. (7)

Yes ( ) Skip to Item 10. No ( ) Go to Item 9

9. Why didn't the student complete this program? (Please mark one answer) (8)

a. ( ) Transferred to another school b. ( ) Dropped out of school

c. ( ) Other reason (Specify) _____

10. When did this student enter and leave your school?

a. Date of Enrollment (9-12) | Month | Year |

b. Date of Termination (13-16) | Month | Year |

11. Did this student repeat a grade during his tenure in your school? (17) Yes ( ) No ( )

12. What was this student's total attendance for each year of his enrollment at your school? How many days was school in session during each of those years?

	No. of Days Student Attended School	No. of Days School Was in Session
Freshman Year (18-23)		
Sophomore Year (24-29)		
Junior Year (30-35)		
Senior Year (36-41)		
Total (42-47)		

NOTE

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What was the total number of teaching contact hours this student accumulated in each of the following areas? What Grade Point Average did the student achieve for his course work in each area?

Educational Area	13. Total Contact Hrs.	14. G.P.A. (Convert to 0.00-4.00 Scale)
a. English (7-15)		
b. Social Studies (16-24)		
c. Mathematics		
General Mathematics (25-33)		
Algebra (34-42)		
Geometry (43-51)		
Trigonometry (52-60)		
Calculus (61-69)		
d. Science		
General Science (7-15)		
Biology (16-24)		
Physics (25-33)		
Chemistry (34-42)		
e. Foreign Languages		
Spanish (43-51)		
French (52-60)		
Latin (61-69)		
Other (specify) (70-78)		
f. Other Academic Subjects (7-15)		
g. Occupational Program (16-24)		
h. Industrial Arts (25-33)		
i. Physical Education (34-42)		

15. What was this student's Grade Point Average when he entered your school for Grades 7-8 or 7-9 (convert to 0.00 - 4.00 scale)? (48-51) Grade Point Average _____

16. Student's Sex (52) Male ( ) Female ( )

17. Student's Race (53) White ( ) Black ( ) Other ( )

18. Student's Birthdate (54-59)

Month	Day	Year

19. Name of Test & Publisher

_____

_____

_____

Scores	Raw	Derived: Score & Type	Derived: Score & Type	Grade Administered
Verbal	( )			
Numerical	( )			( )
Verbal / Numerical / Combined	( )			
Nonverbal	( )			
Norm Population →		( ) School ( ) Publisher ( ) Other Specify	( ) School ( ) Publisher ( ) Other Specify	